



NOTICE OF RESCHEDULED MEETING OF THE CIVIL SERVICE COMMISSION

The Civil Service Commission of the City of Urbana has rescheduled its regular meeting of Wednesday, Sept. 25, 2013. **The new time and date are 3:00 p.m. on Wednesday, Sept. 25, 2013, in the Urbana City Executive Conference Room, 400 South Vine Street, Urbana, Illinois.** *Those wishing to attend should dial 128 on the phone located next to the 2nd floor security door.*

AGENDA

1. Call to order and roll call.
2. Approval of minutes: August 28, 2013.
3. Additions to agenda.
4. Public comment.
Each person wishing to speak before the Civil Service Commission on any matter shall approach the Civil Service Commission, give name and address, and limit comments to 5 minutes. State law generally precludes the Civil Service Commission from acting upon any topic initially presented during oral communications. Your information may be received, placed on the next agenda or referred to the Chief Examiner.
5. Action Items.
 - A. Request to revise the job description for Public Arts Coordinator.
 - B. Request to revise the job description for Area-Wide Records Management System (A.R.M.S) Programmer/Analyst.
 - C. Request to revise the job description for Programmer/Analyst.
 - D. Request to revise the job description for Web Documents Coordinator.
 - E. Request to revise the job description for UPTV Production Coordinator.
 - F. Request to revise the job description for PC Programmer / Network Coordinator
 - G. Request to revise the job description for Computer Systems Technician.
 - H. Request to revise the job description for Documents Technician.
 - I. Request to approve the classification of Network Systems Technician.
6. Informational Items.
7. Other Business
8. Adjournment.

Called by the authority of:
Marion Knight and Tracy Nally, Commissioners



In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting Todd Rent, the City of Urbana's ADA Coordinator, in person or in writing at 400 S. Vine Street, Urbana, Illinois 61801; by telephone at 217-384-2466 or TTY 217-384-2447; or by email at terent@urbanaillinois.us. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

**MINUTES OF THE
August 28, 2013
URBANA CIVIL SERVICE COMMISSION MEETING
Called by the Commission**

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on August 28, 2013 in the Executive Conference Room of Urbana City Hall.

Commission Members: Present: Willard Broom, Marion Knight and Traci Nally. Absent: none

Staff Present: Present: Vacellia Clark, Civil Service Commission Chief Examiner, Elizabeth Borman, Assistant Human Resources Manager, Rhonda Collins, Benefits Coordinator and Elizabeth Tyler, Community Development Director.

Others Present: none

Proceedings

Commissioner Broom called the meeting to order at 10:05 a.m. and Ms. Collins recorded the minutes. A quorum of commissioners were present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes

Staff presented to the Commission the minutes of the May 2, 2013 meeting of the Commission for approval, whereupon motion duly made by Commissioner Broom, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

There were none.

Public Participation

None

Action Items

A. Certify Fire Captains Promotional List

Staff reported on the Civil Service exam for the position of Fire Captain. The Urbana Fire Department, in consultation with Resource Management Associates, conducted promotional examinations for the position of Captain in June, 2013. The examination process consisted of a written examination that constituted 40% of the overall score, an assessment center which counted for 60% of the overall score, seniority points and Fire Officer Bonus Points. Commissioner Broom moved for approval and Commissioner Knight seconded. Motion passed.

B. Request to establish subjective evaluation categories for Firefighter oral interviews.

As noted in the Firefighter Hiring Act (65 ILCS 5/10-1-7.1 (d)), the Civil Service Commission may establish the criteria for the subjective component of a Firefighter examination process. Staff recommends the Commission approve the following criteria for the subjective evaluation component: Communication skills, Motivation and Initiative, Teamwork, Service Orientation, Role adaptability, Problem solving, Respect for diversity,

May 2, 2013

Demonstrated knowledge/preparation and Overall impression. These criteria will be incorporated into the process using open-ended, behavioral-style interview questions. After review and discussion, Commissioner Broom moved for approval and Commissioner Knight seconded. Motion passed.

C. Request to revise the specification and pay grade for the classification of Public Arts Coordinator.

The Community Development Services Department requested a reclassification of the Public Arts Coordinator position to bring it more in line with other similar positions within the Economic Development Division of the Community Development Services Department and with other positions in the Department as a whole. Community Development Director Elizabeth Tyler presented the Commission with a description of the importance and growth of the position of Public Arts Coordinator and the value of maintaining continuity in the position. After review and discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

D. Request to revise the specification, title and pay grade for the classification of Redevelopment Specialist.

The Community Development Services Department requested a reclassification of the Redevelopment Specialist position to bring it more in line with other similar positions within the Economic Development Division of the Community Development Services Department and with other positions in the Department as a whole. The Department is also requesting a title change to "Economic Development Coordinator" to better describe the functions of the position. Community Development Director Elizabeth Tyler presented the Commission with a description of the importance, prominence and growth of the position of Redevelopment Specialist and the value of retention and equity. After review and discussion, Commissioner Knight moved for approval and Commissioner Nally seconded. Motion passed.

E. Request to revise the specification for the classification of Animal Control Officer.

HR Staff respectfully requested that the Civil Service Commission approve the Animal Control Officer job description revisions as proposed. In anticipation of posting the vacancy, Police Department Command Staff has recommended that additional modifications be incorporated. The most substantial changes are to increase the minimum requirements from one year of prior professional or volunteer animal handling experience to two years of experience and to require successful completion of National Animal Control Association Level One certification within one year of hire. After review and discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

May 2, 2013

F. Request to post Public Arts Coordinator.

HR Staff respectfully requested that the Civil Service Commission approve announcing examinations for the classified position of Public Arts Coordinator and establish the minimum requirements as set forth in the job description. After review and discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

G. Request to post Animal Control Officer.

HR Staff respectfully requested that the Civil Service Commission approve announcing examinations for the classified position of Animal Control Officer, following the required time frame of posting required by AFSCME, and establish the minimum requirements as set forth in the job description. After review and discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

H. Request to certify Meter Maintenance Technician transfer.

HR Staff respectfully requested that the Civil Service Commission approve the transfer of previous Animal Control Officer into the position of Meter Maintenance Technician, per AFSCME contract. After discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

I. Request to establish a passing score for Firefighter written exam.

HR staff recommended the Commission establish a preliminary Firefighter Eligibility Register based on candidates successfully passing the physical ability component and a written examination score of 80.0% or higher. This will result in a preliminary eligibility list of 52 candidates with no adverse impact. After discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary



CITY OF URBANA
Human Resources Division

AREA-WIDE RECORDS MANAGEMENT SYSTEM (A.R.M.S) PROGRAMMER/ANALYST

JOB DESCRIPTION

Division: Information Services
Department: Finance
Reports To: Information Services ManagerDirector
FLSA Status: Non-Exempt
Job Type: Civil Service, Non-Union
Pay Grade: 43

JOB SUMMARY

Designs and codes new computer programs; modifies existing computer programs; trains users in usage of IBM AS/400iSeries computer and programs; provides help desk support to users as needed; performs routine computer system maintenance and problemsproblem resolution for both hardware and software issues as required; maintains data base structure and integrity.

ESSENTIAL FUNCTIONS

- Researches requests for new programs, as approved by the Information Services ManagerDirector and the Area-Wide Records Management System (A.R.M.S.) user group, using standard data analysis and structured design techniques.
- Creates and codes new computer programs and modifies existing programs in the IBM AS/400iSeries Native Environment using RPG programming language and, CL, Java, JavaScript, SQL, HTML, CSS employing structured programming techniques.
- Designs web pages, screens, menus and programs for computer applications.
- Prepares and writes program modifications for users of the A.R.M.S. programs.
- Trains usersAssists trainers at the member agencies in the applicationadoption of new programs and enhancements to existing programs.
- Creates and maintains system, program and user documentation for assigned programming projects.
- Assists Information Services ManagerDirector in preparing system specifications for, and subsequent maintenance of, hardware and software contracts.

ARMS Programmer/Analyst

City of Urbana

- Provides technical expertise and advice as assigned to various committees and projects such as software and hardware searches.
- Provides primary help desk support to users of A.R.M.S. software and secondary support for hardware related issues.
- Maintains the A.R.M.S. data base on the ~~AS/400 compute~~iSeries computer. Responsible for integrity, verification and administration of data elements and providing secure access to users as needed.
- Creates and provides various status reports as directed to include a weekly project and duty status report to the Information Services ~~Manager~~Director and a monthly A.R.M.S. project status report to the A.R.M.S. user group.
- Performs other related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE, EXPERIENCE & SKILLS

- Knowledge, skills, and abilities typically acquired through completion of an associate's degree in data processing or related field and four (4) years of work experience in programming and operation computers and experience in program analysis and development or related comparable education and experience or a bachelor's degree and two (2) related years of comparable experience.
- Knowledge of structured computer programming, SQL, file maintenance procedures and ~~r~~ relational data base design.
- Knowledge of ~~AS/400~~modern iSeries communication ~~strategies including direct connections, pass thru, and network connectivity protocols utilizing TCPIP~~.
- Knowledge of necessary to connect and maintain various hardware such as: printers, local area networks, terminals and personal computers.
- Skills necessary to perform minor computer technician tasks such as replacing component in failed hardware and installing cable and wire lines.

ABILITY TO:

- Design and write code for the compilation of computer programs, screens, menus and Control Language procedures, on IBM ~~AS/400~~iSeries computer using RPG ~~programming language, CL, Java, JavaScript, SQL, HTML, CSS~~ and IBM utility software including SEU, SDA, PDM, interactive SQL, Qshell and Rational Developer for Power Systems.
- Effectively communicate orally and in writing with users and management in a variety of levels including; preparing large group presentations, leading small group discussions, creation of formal report status, effective memo writing and one- on-one discussions.

ARMS Programmer/Analyst

City of Urbana

- Complete system analysis of existing procedural and application systems through the use of proper interview, documentation, needs assessment and review methodologies and to then design appropriate systems and make recommendations for procedural system changes.
- Train and communicate with staff, regarding the operation of personal computers and the IBM [AS/400iSeries](#) Computer System keyboards and programs.
- Efficiently operate and control the IBM [AS/400iSeries](#) computer.
- Use proper research techniques, such as user interviews, program reviews and problem analysis.

RESPONSIBLE FOR:

- Providing timely status reports as directed to Information Services ~~Manager~~[Director](#) and the members of the A.R.M.S. user group.
- ~~Completing~~ Completing systems analysis and design for new programming assignments; including user interview, system data flow diagrams and other charts and structured design methodologies.
- ~~Initial training of program users.~~
- Administration and maintenance of the A.R.M.S. data base including data description specifications, table data and documentation of system, and changes made to the system.
- Preparing and writing new programs and modifications for existing programs.
- No supervisory responsibility.

CONTACTS: INTERNAL/EXTERNAL

- Regular contact with members of A.R.M.S. user group to report programming status.
- Regular contact with users for program design, testing, implementation and training.
- Periodic contact with industry representatives to obtain current state-of-the-art knowledge to monitor performance of current hardware and software.

WORK ENVIRONMENT

- Standard office setting.
- Occasional travel to various user agencies that are participating in the A.R.M.S project, as well as travel required for periodic training and conference attendance.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED:

- Attention to detail
- Must keep abreast of changes in the computer industry, both software and hardware.

ARMS Programmer/Analyst

City of Urbana

- Valid Illinois driver's license.
- Participation and membership in various committees, user groups, and standing meetings with other information services and data processing organizations and individuals as well as other governmental bodies as directed.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: Elizabeth Borman, Asst. Human Resources Manager 7/11/2013
Signature *Date*

Approved By: _____
Department Head Date

Approved By: _____
Human Resources Manager Date

Approved By: _____
Civil Service Commission Date



CITY OF URBANA
Human Resources Division

PROGRAMMER/ANALYST

JOB DESCRIPTION

Division: Information Technology
Department: Executive
Reports To: Information Technology Director
FLSA Status: Non-Exempt
Job Type: Non-Union, Civil Service
Pay Grade: 43

JOB SUMMARY

Designs and codes new computer program applications; maintains existing computer applications; trains users in usage of iSeries computer and programs; provides help desk support as needed; performs routine computer system maintenance and problem resolution for hardware and software issues as required; maintains data base structure and integrity; advises Information Technology Director on purchases. performs daily problem resolution and computer maintenance; serves as purchasing agent for system-related hardware and software; maintains library of computer documentation.

ESSENTIAL FUNCTIONS

- ~~Designs and codes computer applications as directed by the Information Services Manager.~~
- ~~Interviews City staff and determines system computing needs; designs applications to meet needs.~~
- Researches requests for new programs and changes to existing programs as determined by the Information Technology Director or through interview with City staff or other agency users such as Urbana Free Library, Urbana Park District, Cunningham Township.
- Designs and codes new computer programs and modifies existing programs on the iSeries using standard data analysis and structured design techniques. Designs user interfaces, including web pages as appropriate. Languages and tools include RPG, CL, SQL, Java, Javascript, HTML, and CSS.
- Provides training as needed in the use of the iSeries and programs.
- Creates and maintains system and program documentation. Coordinates with users to develop user documentation and proper procedure.
- Designs and implements system modifications, such as automating the daily backup or installing the latest version of the operating system.

Programmer/Analyst Job Description

City of Urbana

- Resolves programming problems by reviewing existing system documentation, interviewing the persons who need assistance, and insuring that the problem is not in how the application is being used. Modifies programs and provides data base support as needed.
- ~~Maintains a programming request database which tracks the requesting department, affected application, changes requested, date of request and completion date, hours to completion, specific changes made and by whom.~~
- ~~Trains employees of the City, Urbana Free Library, Urbana Park District, Cunningham Township, and the combined park districts' Special Recreation Office in the usage of new and existing system hardware and software.~~
- ~~Performs weekly system maintenance during off peak hours, currently on Sundays between 8 a.m. and 3 p.m.; performs annual system maintenance removal of data to off line, off-site storage such as tape reel or cassette; must coordinate with the Finance Department and the Accounting Division for the number of years or months to remove from the system of sewer benefit taxes, paid parking tickets, sales tax, etc.~~
- ~~Serves as a technical support liaison for the City, the Urbana Free Library, the Urbana Park District and the combined park districts' Special Recreation Office with IBM and other system related vendors.~~
- Performs personal computer-related duties in the absence of the Personal Computer Support Specialist/Network Coordinator.
- ~~Monitors system hardware and software contracts; tracks money paid out for hardware and software contracts; maintains online database inventory of system hardware, specifying if said equipment is under warranty or maintenance contract. (IT Director)~~
- ~~Communicates with vendors to obtain quotes for system-related hardware and software; prepares bid specifications for new and used system-related hardware and software;~~
- Coordinates with IT Director to prepare proposal of recommended system-related hardware and software to purchase.
- ~~Maintains and updates online vendor database of people who buy and sell new and used hardware and software.~~
- Performs other related duties as assigned.

JOB REQUIREMENTS

- Knowledge and skills typically acquired through completion of an associate's degree in Computer Science and four (4) years of work experience in programming and operating computers, and experience in program analysis and development; or Bachelor Degree and two(2) related years of comparable experience.
- Knowledge of structure computer programming, file maintenance procedures and relational database design.
- Ability to design and code computer programs, screens menus and control language on IBM iSeries platform using RPG, CL, SQL, Java Javascript, HTML and CSS.

Programmer/Analyst Job Description

City of Urbana

- Ability to complete system analysis of procedural and application systems through the use of proper interview, documentation, needs assessment and review methodologies and to design appropriate systems and make recommendations for procedural system changes.
- Ability to effectively communicate orally and in writing with users and management in a variety of levels including: preparing large group presentations, leading small group discussions, creation of formal report status, effective memo writing and one-on-one discussions.
- Knowledge of basic accounting and payroll principles.

RESPONSIBLE FOR:

- Designing and coding new applications and program modifications.
- Providing daily consultation to City staff and other system users.
- Initial and continued training of City staff and other system users in programs and procedures.
- Daily operation of computer system, and system maintenance.
- Maintaining and augmenting system and program documentation.
- Serving as a resource and backup to the ARMS programmer/analyst.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with City staff and other system users who use computers and peripheral devices as essential tools of their daily work for problem resolution and for computer training.
- Periodic contact with industry representatives to obtain current state-of-the-art knowledge and industry trends.

WORK ENVIRONMENT

- Standard office setting.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED:

- Close attention to detail.
- Must be available for system emergencies that may arise before 8 a.m. and after 5 p.m. and on weekends.
- Must be available before 8 a.m. and after 5 p.m. and on weekends for system maintenance.

Programmer/Analyst Job Description

City of Urbana

- Must remain current with computer industry issues and trends concerning both hardware and software through education and training.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: Elizabeth Borman, Asst. HR Manager 7/10/2013
Signature *Date*

Approved By: _____
Department Head Date

Approved By: _____
Personnel Manager Date

Reviewed By: _____
Human Relations Officer Date

Approved By: _____
Civil Service Commission Date



CITY OF URBANA
Human Resources Division

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WEB DOCUMENTS COORDINATOR

JOB DESCRIPTION

Division: Information ~~Services~~ Technology
Department: Finance
Reports To: Information ~~Services~~ Technology Manager Director
FLSA Status: Non-exempt
Job Type: Non-Union; Civil Service
Pay Grade: 30

JOB SUMMARY

Works with Information ~~Services~~ Technology Staff in maintaining information on the City of Urbana's ~~Web Site~~ internal and external websites and providing general web site support to ~~city~~ City employees; gathers, organizes, and enters information that will be used to maintain the City's web site; and helps provide software support and training to ~~city~~ City employees.

ESSENTIAL FUNCTIONS:

- ~~Maintains~~ Maintains information on City of Urbana's internal and external web sites by updating, gathering, organizing, and entering information displayed on web ~~sites~~ sites utilizing Microsoft Office Professional and Adobe Acrobat Professional software.
- Administers, grants access, and trains all users on the City website's content management system. Monitors and provides support to users of the website content management system.
- Works with consultants to ensure all updates to the content management system are installed correctly.
- Archives City documents on the City's internal web server.
- Assists Information ~~Services~~ Technology Staff and other departments with special projects as assigned.
- Assists Information Technology Staff in providing software support and training by answering employees' software application questions and/or updating software on employees' computer workstations when needed/requested.

City of Urbana
Web Documents Coordinator

JOB REQUIREMENTS

GENERAL

- Excellent organizational skills and oral and written communication skills.

KNOWLEDGE & EXPERIENCE

- Knowledge typically acquired through graduation from high school or G.E.D. equivalent plus an associate degree or 60 hours of earned college credits; or an equivalent combination of education and related work experience.
- Proficient ability in word processing and other computer software applications utilizing Microsoft Office Professional- and Adobe Acrobat Professional.
- Working knowledge of the internet and web sites.

ABILITY TO

- Work effectively independently and with others.
- Gather, organize, and accurately enter information.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Possess or be able to obtain a State of Illinois Class D driver's license within 15 working days from date of hire and maintain a safe driving record.
- ~~Excellent organizational skills, and oral and written communication skills.~~
- ~~Ability to work effectively independently and with others.~~
- ~~Ability to gather, organize, and accurately enter information.~~
- ~~Working knowledge of the internet and web sites.~~

RESPONSIBLE FOR:

- Responsibility for maintaining information on the City of Urbana's ~~Web Site~~ website.
- Responsibility for archiving City documents electronically.

CONTACTS: INTERNAL/EXTERNAL

- City employees including supervisors, division heads, department heads, Mayor, and Chief ~~Administrative Officer of Staff.~~

WORK ENVIRONMENT

- Standard office setting

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared by: Kelly Cundiff, Web Documents Coordinator 7/18/2013

Approved **by**: _____
Division Head Date

Approved **By**by: _____
Department Head Date

Approved **By**by: _____
Personnel Manager Date

Approved **By**by: _____
Civil Service Commission Date



CITY OF URBANA
Human Resources Division

URBANA PUBLIC TELEVISION (UPTV) PRODUCTION COORDINATOR

JOB DESCRIPTION

Division: Information ~~Services~~ Technology
Department: Finance
Reports To: UPTV Station Manager
~~Classification:~~ FLSA Status: Non-Exempt;
Job Type: Civil Service; ~~NBU~~ Non-Union
Pay Grade: 24

JOB SUMMARY

Assigned to act as a writer/producer on City of Urbana Government informational programs; responsible for loading commands into event controller and data entry of Bulletin Board announcements, create web files for City website program database, coordinates part-time staff in the production of City meetings.

ESSENTIAL FUNCTIONS:

- ~~Produces~~ Produces informational programs for UPTV.
- ~~Videotapes, edits and completes post-production of program.~~
- ~~Enters information for bulletin board announcements.~~
- ~~Loads commands for the operation of the automatic event controller for UPTV video playback.~~
- ~~Assist~~ Assists other UPTV staff as needed.
- ~~Create~~ Creates web video files for City website.
- ~~Enter program information for program database~~
- ~~Organize~~ Organizes UPTV programming library. ~~and keep records of programming hours~~
- ~~Schedule~~ Schedules equipment and facility reservations and ~~monitor~~ monitors usage.
- ~~Organize~~ Organizes and ~~facilitate~~ facilitates training workshops in the use of the studio and video production equipment and software.

City of Urbana
UPTV Production Coordinator

- Maintains UPTV's website.
- —Assists volunteers and organizations in identifying goals, choosing formats, organizing resources, assembling crews, scheduling time in the facility, using equipment and completing projects
- —Performs outreach for Urbana Public Television

JOB REQUIREMENTS:

GENERAL

- Excellent writing and oral communication skills
- Computer data entry skills
- Excellent interpersonal skills

KNOWLEDGE & EXPERIENCE

- College coursework in video production, mass communications, or related; or equivalent work experience.
- Demonstrated experience with television production techniques
- Demonstrated experience with camera operation and video editing skills, including computer editing

ABILITY TO

- Ability to lift and carry video equipment weighing 48 lbs.
- ~~Excellent writing and oral communication skills~~
- ~~Computer data entry skills~~
- ~~Excellent interpersonal skills~~
- ~~Valid Illinois Class D driver's license within 15 workdays of hire.~~
- Shows ability and willingness to continue to learn new production techniques and technologies.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Valid Illinois Class D driver's license within 15 workdays of hire.

City of Urbana
UPTV Production Coordinator

RESPONSIBLE FOR:

- ~~Organization of assigned video productions including but not limited to: scheduling video shooting, organizing pre-production, and scripting.~~
- ~~Responsible for care~~Care and safe operation of City video equipment.
- ~~Responsible for meeting~~Meeting production and on-air deadlines.
- ~~Responsible for maintaining~~Maintaining records and statistics of site usage, production and training.
- Other duties as assigned.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other departments, governmental entities and the general public

WORK ENVIRONMENT

- ~~Exposure to various work environments~~ pending/depending on production site locations.
- ~~Ability to lift and carry video equipment weighing 48 lbs.~~

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared by: Jason Liggett, UPTV Production Coordinator 7/16/2013

Approved by: _____
Department Head Date

Approved by: _____
Personnel Manager Date

Approved by: _____
Civil Service Commission Date



CITY OF URBANA
Human Resources Division

PERSONAL COMPUTER PROGRAMMER/ NETWORK COORDINATOR

JOB DESCRIPTION

Division: Information ~~Services~~Technology
Department: Finance
Reports To: Information ~~Services~~Technology Manager
FLSA Status: Non-Exempt;
Job Type: Non-Union; Civil Service

JOB SUMMARY

Designs and codes new personal computer programs; assists in modifying existing personal computer programs; including high level, database and macro languages. Administers and maintains city network servers, network hardware, and personal computers, including daily maintenance, problem resolution, backup / restore, inventory, and installation of new purchases. Repairs network and personal computer hardware and LAN ~~and AS/400~~ connections. Administers and maintains city personal computer software, including problem resolution, inventory, and installation of new purchases and upgrades. Assists in the training of personnel in computers, programs, and the use of the network, including help-desk functions, one-on-one, and class style training.

ESSENTIAL FUNCTIONS

- Researches requests for new software programs, as approved by the ~~Data Processing Manager~~Information Technology Director, utilizing user interviews and reviews of existing programs.
- Designs and codes new personal computer programs. Prepares and writes program modifications for existing personal computer programs.
- Designs appropriate screens, menus, procedures, and manuals for computer applications. Maintains and prepares documentation for personal computer programs and procedures.
- Assists ~~Data Processing Manager~~Information Technology Director in network design specification and modifications.
- Assists ~~Data Processing Manager~~Information Technology Director in determining and evaluating network and personal computer hardware specifications and needs.

- Installs and configures network servers, network hardware, personal computers.
- Administers ~~city~~City network servers, including operating system, file storage user access, problem resolution, and security.
- Performs computer technician tasks such as personal computer hardware repair, installation and setup; establishing and maintaining connection on Ethernet LAN; ~~and soldering and running lines for AS/400.~~
- Performs daily, weekly, quarterly, and annual server maintenance, such as updates and back-ups.
- Maintains inventory of personal computer hardware.
- Assists ~~Data Processing Manager~~Information Technology Director in determining and evaluating personal computer software specifications and needs.
- Installs and configures network and personal computer software for users.
- Performs problem resolution involving personal computer software.
- Maintains inventory of personal computer software.
- Answers ~~“help-desk”~~“help-desk’desk” questions in operation and use of personal computers and network.
- Trains personnel in operation and use of personal computers and network through one-on-one and class-room style settings.
- Performs other related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- Knowledge of basic computer programs and file maintenance procedures.
- Knowledge of Microsoft Windows Servers and basic network programs and network maintenance procedures.
- Knowledge and skills typically acquired through completion of Associate's degree in Information Technology or computer science, or comparable related education/experience.

ABILITY TO

- Design and write basic code for the compilation of computer programs, screens, menus, and procedures.
- Interview and assess needs to appropriately design programs.
- ~~Knowledge of basic computer programs and file maintenance procedures.~~

~~Knowledge of Novell Netware and basic network programs and network maintenance procedures.~~

~~Ability to train~~ Train and communicate with staff, regarding use of personal computers and City network.

~~Knowledge and skills typically acquired through completion of Associate's degree in data processing or computer science, or comparable related education/experience.~~

~~RESPONSIBILITY:~~

- ~~Responsible~~ Keep current on changes in the computer industry, both with software and hardware.
- Work with close attention to detail.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois Class D driver's license or obtain one within sixty (60) days of employment and maintain a safe driving record.

RESPONSIBLE FOR ~~providing:~~

- Providing day-to-day consultation to users of the City's computer programs.
- ~~Responsible for daily~~ Daily, quarterly, and annual maintenance and operation of complex computer system.
- ~~Responsible for preparing~~ Preparing and writing new programs and limited modifications of existing programs.
- ~~Responsible for daily~~ Daily administration of ~~city~~ City personal computer networks.
- ~~Responsible for maintaining~~ Maintaining personal computer hardware and software inventory.
- Supervisory responsibility for two (2) Computer Systems Technicians/Network Technicians, Web/Documents Coordinator and Documents Technician.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Computer Systems Technicians to coordinate going IT projects; assign, assist and get status of computer problems and for computer training.
- Contact as needed with Web/Documents Coordinator and Documents Technician to discuss status of current and assign new tasks.
- Contact as needed with personnel using computers to resolve computer problems and for computer training.

- Contact as needed with other governmental agencies to coordinate inter-governmental IT needs.
- Contact as needed with vendor sales and technical support personnel to resolve personal computer related needs.

WORK ENVIRONMENT

- Standard office setting.
- Short distance city travel is required.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared by: Shawn Fluno | Elizabeth Borman 7/16/2013
PC Programmer/Network Analyst | Asst. HR Manager

Approved by: _____
Department Head Date

Approved **By**by: _____
Personnel Manager Date

Reviewed **By**by: _____
Human Relations Officer Date

Approved **By**by: _____
Civil Service Commission Date



CITY OF URBANA
Human Resources Division

COMPUTER/SYSTEMS TECHNICIAN

JOB DESCRIPTION

Division: Information ~~Services~~ Technology
Department: Finance
Reports To: ~~Comptroller~~ Personal Computer Analyst/Network Coordinator
FLSA Status: Non-Exempt;
Job Type: Non-Union; Civil Service—
Pay Grade: 30

JOB SUMMARY:

Position provides first level technical helpdesk support for users of all Information ~~Services~~ Technology supported systems, applications and services. Assists and performs assigned tasks to support Personal Computer Analyst/Network Coordinator to maintain and administer City ~~personal and network computer~~ Personal Computer hardware and software systems. Assists the Personal Computer Analyst/Network Coordinator to maintain and administer City Network hardware and software systems. May be assigned to perform these duties for other entities that have contracted with the City for support.

ESSENTIAL FUNCTIONS:

- Performs technical tasks, such as running cable, primary diagnostics on hardware and software, installing and configuring network hardware and software; installing personal computers; and configuring hardware and software.
- Provides setup and configuration of computing peripherals such as printers, monitors, scanners, mice, special keyboards and other equipment as necessary.
- Troubleshoots hardware, software, network and peripheral issues and provides hardware replacement, cleaning or repair as needed.
- Performs hands-on fixes at the desktop level including installing and upgrading software, implementing file backups and configuration of systems and applications.
- Performs employee training in the operation of personal computer hardware and software through individual instruction.
- Answers immediate questions in the operation of personal computers and the network.
- May assist the Personal Computer Analyst /Network Coordinator in administering the City's network hardware and software, including operating system, file storage user access, problem resolution (back-up) and security as assigned.

- Maintains inventory of the City's personal computer hardware and software.
- Communicates with vendors for technical support, RMA and program updates as needed to obtain quotes or resolve hardware and software ~~as directed by the PC Analyst/Network Coordinator~~ issues.
- Researches Hardware and software for use in City systems as directed by the PC Analyst/Network Coordinator.
- Reports to PC Analyst/Network Coordinator on status of Help Desk issues, current projects, hardware/software requests and other computer/network issues as they arise.
- Performs other related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- Knowledge and skills typically acquired through completion of a Microcomputer Support Specialist associate's degree, an associate's degree in Computer Science or Computer Information systems, or a related field.
- Two (2) years of professional, directly-related work experience in operating and maintaining microcomputers and software application support; basic networking skills demonstrating ability to connect and configure computers and peripherals to the City's network; and knowledge and experience interfacing with Windows Servers. Some knowledge of switches, routers and IP traffic is preferred.
- Knowledge of principles and processes for providing excellent customer service to users. This includes providing customer needs assessment (e.g., interviewing City staff and other system users to accurately assess their needs), meeting quality standards for services, and evaluating customer satisfaction.
- ~~Ability to communicate clearly and effectively, both verbally and in writing, with City staff and other system users.~~
- ~~Ability to apply excellent verbal and written communications in order to convey technical issues, and maintain good public relations with Information Services customers and vendors.~~
- ~~Ability to work patiently with groups and individuals in a training situation.~~
- Proficiency with standard desktop software applications.
- ~~Must possess a valid State of Illinois driver's license or be able to obtain one within 15 days of employment.~~
- Experience with complex problem-solving situations, such as identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

City of Urbana

Computer Systems Technician

- Experience with testing, installing and connecting various computers in the network; troubleshooting and diagnosing hardware problems; and providing minor computer repairs.

ABILITY TO ~~lift~~

- Communicate clearly and ~~maneuver 50 lbs.~~ effectively, both verbally and in writing, with City staff and other system users.
 - ~~Ability to climb ladders.~~
 - ~~Ability to maneuver in confining spaces.~~
 - ~~Ability to make skillful, coordinated movements with the hands and arms.~~
- Ability to ~~see~~Apply excellent verbal and written communications in order to convey technical issues, and maintain good public relations with Information Technology customers and vendors.
- Work patiently with groups and individuals in a training situation.
- Work with close ~~environmental surroundings~~attention to detail.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois driver's license or be able to obtain one within 15 days of employment.

GENERAL

- Must be available for system emergencies and maintenance that may arise before 8 a.m. and after 5 p.m. and on weekends.
 - ~~Ability to sit for prolonged periods of time at a computer screen.~~

~~The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

RESPONSIBLE FOR:

- Performing weekly and other periodic system maintenance.
- ~~Assists~~Assisting the Personal Computer Analyst/Network Coordinator to manage the City's personal computer hardware and software inventories; ~~to determine~~determining warranty and maintenance schedules, and to make daily decisions regarding the repair/replacement and dissolution of various pieces of hardware/software.
- ~~Performs~~Performing computer technician tasks, such as running cable, primary diagnostics on hardware and software, installing and configuring network hardware and software and installing personal computers.

City of Urbana

Computer Systems Technician

- ~~Performs~~Performing employee training in the operation of personal computer hardware and software in a one-on-one setting.
- ~~Assists~~Assisting the Personal Computer Analyst/Network Coordinator in administering the City network hardware and software, including operating system, file storage user access, problem resolution, back-up and security.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with City staff and other system users who use computers and peripheral devices as essential tools of their daily work for problem resolution and for computer training.
- Contact with vendors for ~~quotes and bids for the evaluation and purchase of system-related~~trouble-shooting, RMAs and program updates of hardware and software using e-mail, postal mail, fax and phone.

PHYSICAL DEMANDS

- Lift and maneuver 50 lbs.
- Climb ladders.
- Maneuver in confining spaces.
- Making skillful coordinated movements with the hands and arms.
- See in close environmental surroundings.
- Sit for prolonged periods of time at a computer screen.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

- Standard office setting.
- Minimal short distance travel is required.
- Possibility of contact with electrical hazards.
- Works in close association with others.
- This position contains high degree of complexity requiring special training and skills.
- Work environment may include occasionally working in confined spaces and/or in cramped body positions.

Computer Systems Technician

- Work is subject to deadlines and frequent interruptions.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED

- ~~Close attention to detail.~~
- ~~Must be available for system emergencies and maintenance that may arise before 8 a.m. and after 5 p.m. and on weekends.~~

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared by: Shawn Fluno, Personal Computer Analyst/Network Coordinator 7/16/2013

Approved by:
Department Head Date

Approved by:
Personnel Manager Date

Approved by:
Civil Service Commission Date



CITY OF URBANA
Human Resources Division

DOCUMENTS TECHNICIAN

JOB DESCRIPTION

Division: Information Services
Department: Finance
Reports To: Information ~~Services Manager~~ Technology Director
FLSA Status: Non-Exempt
Job Type : Non-Union; Civil Service
Pay Grade: 26

JOB SUMMARY

Works with City staff to improve records management through scanning and other technologies. Coordinates and performs technical and clerical work involving scanning and retrieval of City documents, preparation of documents for microfilming, and on-line maintenance of the City document data base.

ESSENTIAL FUNCTIONS

- Works with staff from various departments to identify opportunities to improve records management through scanning and microfilming documents. Helps departments identify record retention needs and understand scanning software and technology.
- Receives and responds to staff questions concerning scanning, retrieving, using, and maintaining confidentiality of documents. Researches questions as needed in these areas.
- Explains the advantages and disadvantages of alternative software, (e.g. creating jpeg vs. MS Word documents).
- Assists with the establishment of priorities within and between departments.
- Assists in the development of procedures for requesting scanning, performing scans, and managing and retrieving documents. Maintains and follows procedures.
- Gathers documents from various departments of the City and assembles them in proper order for scanning.
- Prepares documents for microfilming.
- Digitally scans and stores documents on appropriate media, using appropriate software. Ensures accuracy by making corrections, working with client, or rescanning as needed.

- Monitors correct functioning of technical equipment such as scanner.
- Assists in the development of record systems to monitor status of requests, volume of scanned documents, and other services. Maintains record system and prepares simple statistical reports as needed.
- Works with confidential files and information in an appropriate manner.
- Gleaning the files of duplicates and all email chains.
- Performs other duties as assigned.

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

JOB REQUIREMENTS

GENERAL

- Requires close attention to detail and deadlines.

KNOWLEDGE & EXPERIENCE

- Knowledge and abilities typically acquired through graduation from high school and one (1) year work experience in a standard office setting working with software and records management and providing technical services to the public or staff or equivalent college work.
- Knowledge of office practices and procedures, and records management issues.
- Knowledge of scanning software and methods of retrieving, storing, and using scanned documents.

ABILITY TO

- Sort and retrieve documents from electronic databases and maintain database.
- Answer questions on these topics and advise users regarding issues of concern.
- Work with City staff and other users to accurately assess their needs and priorities.
- Communicate technical information effectively verbally and in writing with City staff and other users
- Operate various office machines (e.g., scanners) and other standard office equipment.
- Develop and maintain record systems and prepare reports on all procedures and activities.
- Work both independently and collaboratively.
- Learn how to best utilize new technology, software and equipment, including ability to follow detailed written instructions.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Driver's license is preferred but not required.

RESPONSIBLE FOR:

- Ensuring all documents are scanned and stored according to guidelines.
- Working cooperatively with departmental personnel.

CONTACTS: INTERNAL/EXTERNAL

- Occasional contact with the general public while answering inquiries.
- Daily contact with other City departments.

WORK ENVIRONMENT

- Standard office setting.
- Minimal city travel is required.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: Elizabeth Borman August 19, 2010
Signature Date

Approved By: _____
Department Head Date

Approved By: _____
Personnel Manager Date

Approved By: _____
Civil Service Commission Date

Class Specification History

New class:

General revisions:



CITY OF URBANA
Human Resources Division

NETWORK/SYSTEMS TECHNICIAN

JOB DESCRIPTION

Division: Information Technology
Department: Finance
Reports To: Personal Computer Analyst/Network Coordinator
FLSA Status: Non-Exempt
Job Type : Non-Union; Civil Service
Pay Grade : 38

JOB SUMMARY

Position provides first level technical helpdesk support for users of all Information Technology supported systems, applications and services. Assists and performs assigned tasks to support Personal Computer Analyst/Network Coordinator to maintain and administer City Personal Computer hardware and software systems. Assists and performs assigned tasks to support Personal Computer Analyst/Network Coordinator to maintain and administer City Network hardware and software systems. Performs daily network tasks and support as directed by Personal Computer Analyst/Network Coordinator. May be assigned to perform these duties for other entities that have contracted with the City for support.

ESSENTIAL FUNCTIONS

- Performs technical tasks, such as running cable, primary diagnostics on hardware and software, installing and configuring network hardware and software; installing personal computers; and configuring hardware and software.
- Provides setup and configuration of computing peripherals such as printers, monitors, scanners, mice, special keyboards and other equipment as necessary.
- Troubleshoots hardware, software, network and peripheral issues and provides hardware replacement, cleaning or repair as needed.
- Performs hands-on fixes at the desktop level including installing and upgrading software, implementing file backups and configuration of systems and applications.
- Performs employee training in the operation of personal computer hardware and software through individual instruction.
- Answers immediate questions in the operation of personal computers and the network.
- Administer the City's network hardware and software, including operating system, file storage user access, problem resolution (back-up) and security as directed by Personal Computer Analyst/Network Coordinator.

- Installs and configures network servers, network hardware, personal computers as directed by the PC Analyst/Network Coordinator
- Maintains inventory of the City's personal computer hardware and software.
- Communicates with vendors for technical support, RMA and program updates as needed to resolve PC/Network hardware and software issues.
- Researches PC/Network hardware and software for use in City systems as directed by the PC Analyst/Network Coordinator.
- Reports to PC Analyst/Network Coordinator on status of Help Desk issues, current projects, hardware/software requests and other computer/network issues as they arise.
- Performs other related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- Knowledge and skills typically acquired through completion of a Microcomputer Support Specialist associate's degree, an associate's degree in Computer Science or Computer Information systems, or a related field.
- Two (2) years of professional, directly-related work experience in operating and maintaining microcomputers and software application support; basic networking skills demonstrating ability to connect and configure computers and peripherals to the City's network. Knowledge and experience with Windows Servers; basic network software, hardware and protocols (switches, routers and IP traffic) and network maintenance procedures.
- Knowledge of principles and processes for providing excellent customer service to users. This includes providing customer needs assessment (e.g., interviewing City staff and other system users to accurately assess their needs), meeting quality standards for services, and evaluating customer satisfaction.
- Proficiency with standard desktop software applications.
- Experience with complex problem-solving situations, such as identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Experience with testing, installing and connecting various computers in the network; troubleshooting and diagnosing hardware problems; and providing minor computer repairs.

ABILITY TO

- Communicate clearly and effectively, both verbally and in writing, with City staff and other system users.
- Apply excellent verbal and written communications in order to convey technical issues, and maintain good public relations with Information Technology customers and vendors.
- Work patiently with groups and individuals in a training situation.

- Work with close attention to detail.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois driver's license or be able to obtain one within 15 days of employment.

GENERAL

- Must be available for system emergencies and maintenance that may arise before 8 a.m. and after 5 p.m. and on weekends.

RESPONSIBLE FOR:

- Performing weekly and other periodic system maintenance.
- Assisting the Personal Computer Analyst/Network Coordinator to manage the City's personal computer hardware and software inventories; determining warranty and maintenance schedules, and making daily decisions regarding the repair/replacement and dissolution of various pieces of hardware/software.
- Performing computer technician tasks, such as running cable, primary diagnostics on hardware and software, installing and configuring network hardware and software and installing personal computers.
- Performing employee training in the operation of personal computer hardware and software in a one-on-one setting.
- Administering the City's network hardware and software, including operating system, file storage user access, problem resolution (back-up) and security as directed by Personal Computer Analyst /Network Coordinator.
- Installing and configuring network servers, network hardware, personal computers as directed by the PC Analyst/Network Coordinator.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with City staff and other system users who use computers and peripheral devices as essential tools of their daily work for problem resolution and for computer training.
- Contact with vendors for trouble-shooting, RMAs and program updates of hardware and software using e-mail, postal mail, fax and phone.

PHYSICAL DEMANDS

- Ability to lift and maneuver 50 lbs.
- Ability to climb ladders.
- Maneuvering in confining spaces.
- Ability to make skillful, coordinated movements with the hands and arms.

City of Urbana
Network/Systems Technician

- Ability to see in close environmental surroundings.
- Ability to sit for prolonged periods of time at a computer screen.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

- Standard office setting.
- Minimal short distance travel is required.
- Possibility of contact with electrical hazards.
- Works in close association with others.
- This position contains high degree of complexity requiring special training and skills.
- Work environment may include occasionally working in confined spaces and/or in cramped body positions.
- Work is subject to deadlines and frequent interruptions.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Prepared by: Shawn Fluno, Personal Computer Analyst/Network Coordinator 7/16/2013

Approved By: _____
Department Head Date

Approved By: _____
Personnel Manager Date

Approved By: _____
Civil Service Commission Date